

# OPEN POSITION: MANAGING DIRECTOR



## ABOUT MONUMENTAL

Monumental Theatre Company is where bold storytelling meets fresh talent. We champion emerging artists, creating immersive, boundary-pushing experiences that captivate audiences. As an incubator for the next generation of theatre-makers, we're redefining musical theatre while staying true to our roots—making the art form more innovative, accessible, and exciting for artists and audiences throughout the Washington, DC area.

## POSITION OVERVIEW

We are seeking a strategic and operationally-minded **Managing Director** to serve as the business leader of Monumental Theatre Company. In this role, you will ensure the company's long-term financial health and operational efficiency while working in tandem with artistic leadership to fulfill our mission. You will oversee the administrative infrastructure of the theater, from high-level strategic planning to the logistical details of contracts and facilities. This is a leadership role, ideal for a detail-oriented young professional with a passion for arts administration and desire to lead the hands-on growth of an award-winning theater.

## CORE RESPONSIBILITIES

### 1 MANAGEMENT + COMPLIANCE

- Develop and manage the annual operating and production budgets, track cash flow, and present financial reports to the Board.
- Manage the preparation and filing of necessary tax forms (e.g., 990s) and ensure the organization maintains compliance with all federal and state non-profit regulations.
- Draft, review, and execute contracts for artists, designers, venues, and vendors, ensuring all agreements align with company standards and union requirements where applicable.
- Maintain our general liability, workers' compensation, and other insurance policies.

### 2 STRATEGIC LEADERSHIP

- Collaborate with the Board and Co-ADs to implement the existing strategic plan that fosters organizational growth, financial stability, and artistic excellence.
- Provide direct supervision and guidance to the Development Director, Marketing and Social Media Manager, as well as joint oversight of the Associate Producer, setting clear goals and ensuring cross-departmental collaboration.
- Lead the search, negotiation, and management of real estate for rehearsal spaces and performance venues.
- Along with Co-ADs, serve as a liaison to the greater DC and theatre community and represent Monumental at events, etc.

### 3 GROWTH + REVENUE

- Analyze sales data to set pricing structures for productions. Oversee the Associate Producer's management of ticketing system (ArtsPeople) to ensure a seamless patron experience.
- Implement and improve administrative systems to support the company's day-to-day operations and production needs.

## CORE COMPETENCIES

- **EXPERIENCE:** Proven experience in non-profit management, arts administration, or business operations.
- **FINANCIAL LITERACY:** Strong proficiency in budgeting and financial reporting; familiarity with Quickbooks or similar accounting software is preferred.
- **LEADERSHIP:** Proven track record of managing teams and fostering a collaborative workplace.
- **STRATEGIC THINKING:** Ability to translate long-term vision into actionable business plans for a growing organization.
- **TECH SAVVY:** Comfort with ticketing software (e.g., ArtsPeople), productivity suites (Google Workspace/Microsoft Office), and virtual meeting platforms.

**TO APPLY:** Please submit a resume and cover letter to [kaiya@monumentaltheatre.org](mailto:kaiya@monumentaltheatre.org) with the subject line "Managing Director Application - [Your Name]".

**EMPLOYMENT TYPE:** Contract

**LOCATION:** Washington, DC / Alexandria, VA

**REPORTS TO:** Board of Directors

*Monumental Theatre Company is an equal opportunity employer committed to fostering a safe, inclusive, and equitable workplace. In accordance with our Policy Against Discrimination and Harassment, Monumental does not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, genetic information, veteran status, or any other protected characteristic under applicable law. We are committed to maintaining a respectful and empowering environment for all artists, staff, and collaborators, and we take proactive steps to prevent, address, and remedy discrimination, harassment, and retaliation across all aspects of our work.*

## COMPENSATION

- **RATE:** \$1,125-1,650 per quarter based on prior work experience.
- **HOURS:** 15-20 per month; actual hours may vary.
- *This is currently a part-time position. As the organization grows, we hope to transition this position to a full time, salaried role, along with other members of our staff.*